

This Notice Expires 1 November 1982

Reg

FINANCIAL ADMINISTRATION

14 April 1982

DISBURSING FACILITIES

1. Agency disbursing facilities provide cashier services to Agency employees for official transactions. Their various locations, hours of operation, and areas of service are as follows:

<u>Room/Building</u>	<u>Hours</u>	<u>Serves</u>
6E29 Headquarters	9 a.m. - 4 p.m.	All Agency personnel (cash and travelers checks)
712 Key	9 a.m. - 4 p.m.	All Agency personnel (cash and travelers checks)
1D70 Headquarters	9 a.m. - 4 p.m.	All Agency personnel (cash advances for foreign travel only)
611 Ames	9:30 - 10:30 a.m. (Mon. and Thurs.)	All Agency personnel

1015 Chamber of
Commerce

9 - 11:30 a.m.
1:30 - 4 p.m.

Office of Training and
Education and Office of
Personnel (Career Training
Staff only)

C-O-N-F-I-D-E-N-T-I-A-L

25X1 [redacted]
14 April 1982

FINANCIAL ADMINISTRATION

25X1 [redacted]

25X1 2. For emergency service prior to or after normal duty hours and on
nonscheduled workdays, Agency personnel should contact the Office of Finance
Duty Officer through the Senior Operations Officer, Operations Center,
Office of Current Production and Analytic Support, on extensions [redacted]
25X1 [redacted]

Harry E. Fitzwater
Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)

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